

June 2, 2015

JOB VACANCY ANNOUNCEMENT

**Administrative Office of the Illinois Courts
3101 Old Jacksonville Road
Springfield, IL 62704**

Applicant may be required to submit additional material and/or complete job specific tests for the position.

POSITION:	Payroll Assistant 1
DIVISION:	Administrative Services
SALARY:	\$33,568 per year
BENEFITS:	An attractive judicial branch benefits package is offered, including pension, medical, dental, vision and life insurance, as well as deferred compensation and generous leave time.
REPORTING RELATIONSHIP:	Marietta Zarack, Payroll/Benefits Manager

ESSENTIAL DUTIES: Duties includes: reviewing payroll documents for accuracy, entering and verifying payroll data on automated systems, filing, creating and editing documents/spreadsheets, using source documents to prepare payroll forms, preparing and distributing new employee packets, distributing payroll forms to the appropriate staff, assisting employees with payroll questions and responding to requests.

EXPERIENCE, EDUCATION AND TRAINING REQUIREMENTS: Minimum two years of experience in maintaining payroll on a computerized system; or an Associate's degree in a related area required. Experience with State of Illinois payroll processing preferred. Word processing, spreadsheets, and data entry experience is desired.

PHYSICAL REQUIREMENTS: Ability to frequently move items weighing up to 10 pounds. Ability to sit for extended time periods, retrieve payroll documents, communicate via the telephone and process written documents.

Interested individuals should submit - via email or hard copy - a letter of interest, resume and completed Judicial Branch Employment Application to:

Administrative Office of the Illinois Courts
Attention: Human Resource Unit, #4415
3101 Old Jacksonville Road
Springfield, IL 62704
courtemployment@IllinoisCourts.gov

This position will remain open until filled. However, those individuals submitting materials by Friday, June 19, 2015 will be given first consideration.

EQUAL OPPORTUNITY EMPLOYER